



**Checklist for Equivalency**  
(Re: NFPA 1021, Chapter 3, 1992 edition)  
(Ill. Admin. Code, Sect. 140.18)

**MANAGEMENT III**

**ORIENTATION**

- \_\_\_\_\_ 5-1.1. Identify the requirements for Fire Officer Certification as prescribed by the Office of the State Fire Marshal, Division of Personnel Standards and Education.
- \_\_\_\_\_ 5-1.2. Identify federal, state/provincial, and local laws affecting the rights and responsibilities of fire protection organizations. (4-5.3)

**ORGANIZATION & MANAGEMENT**

- \_\_\_\_\_ 5-2.1. Prepare reports, specifications, requisitions, and budgets from predetermined data. (3-8.1)
- \_\_\_\_\_ 5-2.2. Analyze a fire department rule and prepare specific recommendations for changes with justification. (3-2.1)
- \_\_\_\_\_ 5-2.3. Prepare a duty roster for personnel assignments, given knowledge, training, and experience of the members available and standard operating procedures. (4-2.1)
- \_\_\_\_\_ 5-2.4. Prepare a plan for the implementation of a new departmental personnel policy at the company level, given a sample policy in the authority having jurisdiction's format. In the plan, explain the impact of the policy on the officer and why accuracy, clarity, and impartiality are important to the implementation and enforcement of a policy. (2-4.3)
- \_\_\_\_\_ 5-2.5. Prepare a procedure directed at company officers that explains how to deal fairly, firmly, and equally with personnel under their supervision, given the personnel policies and procedures used by the authority having jurisdiction. (2-4.4)

**SOCIAL SERVICES**

- \_\_\_\_\_ 5-3.1. Identify the social services available to meet the needs of the local community.

**CAPITAL RESOURCE MANAGEMENT**

- \_\_\_\_\_ 5-4.1. Identify national and state/provincial agencies that regulate apparatus standards and/or specifications. (4-9.1)
- \_\_\_\_\_ 5-4.2. Identify a system used to develop specific and accurate specifications for apparatus and major items of equipment based on local needs and conditions.
- \_\_\_\_\_ 5-4.3. Identify a procedure for evaluating equipment.

## **CAPITAL RESOURCE MANAGEMENT (continued)**

- \_\_\_\_\_ **5-4.4. Plan and schedule equipment maintenance and replacement.**
- \_\_\_\_\_ **5-4.5. Develop a budget for equipment maintenance and replacement.**
- \_\_\_\_\_ **5-4.6. Inspect all fire department-related buildings.**
- \_\_\_\_\_ **5-4.7. Plan and schedule maintenance for all fire department-related buildings**
- \_\_\_\_\_ **5-4.8. Budget for maintenance of all fire department-related buildings.**
- \_\_\_\_\_ 5-4.9. Given the table of organizations, identify the system used for the assignment and utilization of personnel.
- \_\_\_\_\_ 5-4.10. Given a prescribed quantity of personnel and equipment for a given area to be protected, develop a model plan for the utilization of those resources. (4-10)

## **PUBLIC FINANCE AND BUDGETING**

- \_\_\_\_\_ 5-5.1. Identify the following budget formats:
  - \_\_\_\_\_ a). Line item
  - \_\_\_\_\_ b). Zero based
  - \_\_\_\_\_ c). Program
- \_\_\_\_\_ **5-5.2. Given schedules and guidelines concerning budget preparation and pertinent information: (4-6.1)**
  - \_\_\_\_\_ a) **Determine and justify the supplies necessary for existing and new programs**
  - \_\_\_\_\_ b) **Determine and justify the need for major repairs to buildings and equipment**
  - \_\_\_\_\_ c) **Determine and justify the need for new equipment**
  - \_\_\_\_\_ d) **Develop and present an operating budget for apparatus maintenance.**
- \_\_\_\_\_ **5-5.3. Prepare reports, specifications, requisitions, and budgets from predetermined data. (3-8.1)**
- \_\_\_\_\_ 5-5.4. Identify the functions and differences between capital and operating budgets. (3-6.1)
- \_\_\_\_\_ 5-5.5. Identify the system for soliciting bids to ensure meeting established specifications and to enable competitive bidding. (4-6.4)

## **PUBLIC RELATIONS**

- \_\_\_\_\_ **5-6.1. Prepare and submit a news release. (3-8.2)**
- \_\_\_\_\_ 5-6.2. Given a summary of various types of complaints, identify the proper steps used in handling the complaints. (3-2-2(j))

## **PUBLIC RELATIONS (continued)**

- \_\_\_\_\_ 5-6.3. Identify the functions of other bureaus, agencies, and divisions of government and the need for interagency and intergovernmental cooperation. (3-7.1)
- \_\_\_\_\_ 5-6.4. Identify how to represent the department and coordinate relations with outside agencies.
- \_\_\_\_\_ 5-6.5. Identify the procedure to formulate a department-wide public relations program.

## **INFORMATION MANAGEMENT**

- \_\_\_\_\_ 5-7.1. **Demonstrate the following, given a record-keeping system for the officer's area of responsibility: (3-9.3)**
  - \_\_\_\_\_ a) **How to maintain the system**
  - \_\_\_\_\_ b) **How to evaluate the system**
  - \_\_\_\_\_ c) **How to identify necessary changes in the system.**